



Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

EXAMINATION FOR: FIRE DISPATCH ADMINISTRATOR (PROMOTION)

SALARY: \$46,079 – \$56,838 **GRADE:** 341

CLOSING DATE: July 5, 2002 is the last day to file an application.

POSITION: A Fire Dispatch Administrator oversees emergency call and dispatch activities. Employees of this class work rotating shifts that may include evenings, weekends and holidays.

The eligible list may be used to promote persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before August 19, 2002, eligible City employees must:

Have one year of experience as a Fire Emergency Communications Specialist or Fire Dispatch Supervisor.

SELECTION PROCESS: Only classified City employees who indicate the minimum qualifications on their applications and have successfully completed the probationary period on or before the last day for filing applications are eligible to compete in this examination. The examination will consist of a oral examination and a seniority rating. The oral examination will receive a weight of 90% and the seniority rating a weight of 10%. Candidates must pass the oral examination to receive a seniority rating. Candidates are required to make a converted score of not less than 70 on a scale of 100. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. Qualified candidates will be graded, with appointment made from all candidates within the top five scores.

SCOPE OF THE ORAL TEST: The oral examination is designed to evaluate each candidate's knowledge, skills and abilities in areas such as:

- Radio and computer-aided dispatch systems;
- Supervisory principles and procedures;
- Communication skills;
- Reasoning and making judgments;
- Working with others.

DATE OF ORAL EXAMINATION: The oral examination will be administered the week of August 19, 2002.

REFERENCES: 1. City of Baltimore Centracom Gold Elite Dispatch Training Manual, April 1998
2. Stratus CAD System Fire Services Information Manual
3. Effective Supervisory Practices, 3rd Edition
4. BCFD Manual of Procedure

41205 (031695) 341 G (2) OS
KMT/mk POSTED: 6/17/02

Apply to: Baltimore City Department of Human Resources • 201 East Baltimore Street • Suite 100 • Baltimore, Maryland 21202 • (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

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www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.



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